



# Corinth-Shiloh Fire Department

## Individualized PD for Position: Fire Captain

**Job Summary:** *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

The Fire Captain serves as the senior supervisory officer responsible for overseeing operations during assigned shifts, managing multiple first responder teams in fire suppression, emergency medical services, rescue operations, public education, and other emergencies. Oversees the maintenance and readiness of fire station(s), equipment, and apparatus; coordinates personnel scheduling, training, and daily activities in accordance with department policies. Serves as the lead officer on shift, ensuring safe, effective, and efficient operations. This position typically works a 48/96 schedule, including weekends and holidays, but may be assigned a 40-hour work week as needed. Other duties as assigned.

Job Duties: <i>3-5 job duties totaling 100%; Lead with action words that best describe the essence of each job duty.</i>	% of Time	Essential or Non-Essential
Emergency Response & Operations: Respond to and perform fire suppression, rescue, EMS, and hazardous materials operations during assigned shifts. Serve as Incident Commander on-scene until relieved by a senior officer, ensuring safe, effective, and coordinated emergency response. Oversee the readiness and deployment of personnel, apparatus, and equipment, including coordinating volunteer participation as available. Assist in pre-fire planning, fire inspections, and emergency preparedness activities as assigned. Monitor compliance with department policies, procedures, and safety standards, and participate in debriefings and incident critiques to identify areas for improvement. Support the Assistant Fire Chief and Fire Chief in operational planning, training, and development to maintain high-quality, efficient emergency services. Maybe required to respond to calls for service outside of assigned shift schedule.	50 %	Essential
Leadership & Administration: Lead assigned shift operations by supervising personnel, apparatus, and daily activities to ensure effective, safe, and efficient emergency response. Assign duties to lieutenants, engineers, firefighters, first responders, and coordinate volunteer participation. Oversee training, individual development, and discipline for all personnel, paid and volunteer. Coordinate shift functions between line officers and chief officers, and monitor the efficiency and effectiveness of assigned operations, identifying weaknesses and implementing remedial actions as needed. Assist in implementing department policies, procedures, and strategic initiatives at the shift level. Prepare shift reports, activity logs, and operational summaries to support decision-making, long-term planning, and department accountability. Ensure departmental goals and activities on the shift align with community safety standards and best practices. In the absence of the Assistant Fire Chief and Fire Chief, serve as the fire department manager, assuming authority and responsibility for overall operations.	15 %	Essential
Personnel Management: Supervise lieutenants, engineers, firefighters, first responders, and volunteer personnel assigned to or participating in the shift, assigning duties and overseeing training, individual development, and discipline. Manage shift schedules, duty assignments, and timekeeping to ensure adequate staffing and operational readiness, including coordinating volunteer staffing hours. Conduct employee evaluations, monitor performance, and provide guidance to enhance professional growth and skill development. Support the Assistant Fire Chief and Fire Chief in implementing department policies, training programs, and personnel initiatives. Encourage collaboration and communication among all personnel, including volunteers, to maintain a safe, effective, and cohesive work environment.	15 %	Essential
Community Engagement: Represent the department at public education sessions, community events, and outreach activities to promote fire prevention, safety education, and emergency preparedness. Encourage and coordinate volunteer firefighter participation in community events and department initiatives. Support collaboration with local agencies, businesses, and stakeholders to enhance public awareness, confidence, and emergency readiness. Assist the Assistant Fire Chief and Fire Chief in community liaison efforts and in maintaining positive relationships with neighboring fire departments and partner organizations. Participate in local emergency planning and public safety initiatives as assigned. Maybe required to attend activities outside of assigned shift schedule.	10 %	Essential
Financial Management: Oversee the use and maintenance of shift-level equipment, apparatus, and supplies to ensure operational readiness and cost-effectiveness. Monitor inventory, submit requests for needed resources, and ensure proper tracking of department property. Assist the Assistant Fire Chief and Fire Chief in budget preparation and resource planning by providing shift-level data, recommendations, and operational needs. Support the implementation of departmental policies related to procurement, equipment usage, and fiscal accountability. Ensure that expenditures and resource allocation align with operational priorities and department objectives. Assist in planning and execution of special projects and departmental initiatives, monitoring project progress to ensure timely completion of deliverables.	10 %	Essential

% of Time must equal 100%



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## Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

<b>Minimum Education:</b>	A high school diploma and fire prevention or fire-fighting experience, or other related work experience.
<b>Minimum Experience:</b>	At least 5 years of fire service experience, including 1 year in a leadership role. Must have knowledge of fire operations, personnel management, and emergency response.
<b>Licenses &amp; Certifications:</b>	A valid SC Driver's License, with acceptable driving record, Fire Apparatus Driver/Operator (or out of state equivalent), Firefighter II, Fire Officer I Fire Instructor I, ICS 100, 200, 700, 800

## Preferred Qualifications (Optional)

<b>Preferred Education:</b>	Associate certificate or degree in Fire Science, Emergency Management, Emergency Medical Services, Public Administration, or a related field or 60 hours towards a BS/BA
<b>Preferred Education Area:</b>	
<b>Preferred Experience:</b>	2 years of supervisory experience as a shift officer or 2 years as an officer with the Corinth-Shiloh Volunteer Fire Department
<b>Preferred Licenses &amp; Certifications:</b>	EMT-B, Fire Officer II, Fire Instructor II, Fire Inspector I, Fire Investigator, Aerial Operations, Haz-mat Technician, Incident Safety Officer, ICS 300 and 400



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Fire Captain

## Supervision, Budget, Fiscal, & Emergency Responsibilities:

<p>Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.</li> <li><input type="radio"/> Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.</li> <li><input type="radio"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.</li> </ul>
<p>Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.</p> <p><b>NOTE: If supervising employees be sure to also select the Supervision and Management competency.</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content.</li> <li><input checked="" type="radio"/> Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.</li> <li><input type="radio"/> Acts as a Lead by guiding the work of others who perform essentially the same work.</li> <li><input type="radio"/> Supervises Student workers only</li> <li><input type="radio"/> Not responsible for supervising employees.</li> </ul>
<p>Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Responsible for developing one or more departmental budget(s).</li> <li><input checked="" type="radio"/> Provides input into the budgeting process, and manages fund allocation.</li> <li><input type="radio"/> Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation.</li> <li><input type="radio"/> No fiscal responsibility for the department's budget.</li> </ul> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p style="color: blue;">Enter the Amount of budget responsibility</p> <p><small>Note: dollar sign and appropriate commas will appear when you tab out of the box.</small></p>
<p>Essential Personnel Level:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Normal Operations - Level 0 Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.</li> <li><input type="radio"/> Emergency Response - Level 1 In the event of an emergency closure or modified operations, this position is required to respond in order to provide initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call.</li> <li><input checked="" type="radio"/> Essential Support - Level 2 In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call.</li> </ul>



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## Physical Requirements

\* A person in this job must be able to complete the requirements of the job with or without reasonable accommodation.

Check if physical requirements are essential to job:

<input checked="" type="checkbox"/>	Stand for prolonged period	10	%
<input checked="" type="checkbox"/>	Sit (stationary position) for prolonged period	10	%
<input checked="" type="checkbox"/>	Walk or move about	10	%
<input checked="" type="checkbox"/>	Use hands or feet to operate or handle machinery, equipment, etc.	10	%
<input checked="" type="checkbox"/>	Ascend or descend (i.e. stairs, ladder)	5	%
<input checked="" type="checkbox"/>	Position self to accomplish task (i.e. stoop, kneel, crawl)	5	%
<input checked="" type="checkbox"/>	Communicate, converse, give direction, express oneself	10	%
<input checked="" type="checkbox"/>	Recognize or inspect visually	10	%
<input checked="" type="checkbox"/>	Move, transport, raise or lower *Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.):	10	%
<input checked="" type="checkbox"/>	Extends hands or arms in any direction	10	%
<input checked="" type="checkbox"/>	Use taste or smell to detect or determine particular flavors or odors	5	%
<input checked="" type="checkbox"/>	Perceive, observe, clarity of vision	5	%
Comments/Explanation of requirements marked Essential:  Fire Department employee who may work at the department, at an emergency scene, or provide safety presentations to community			

## Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

<input checked="" type="checkbox"/>	Exposure to heat or cold	10	%
<input checked="" type="checkbox"/>	Exposure to dust/fumes	5	%
<input checked="" type="checkbox"/>	Wet and or humid	10	%
<input checked="" type="checkbox"/>	Noise	5	%
<input checked="" type="checkbox"/>	Vibration	5	%
<input checked="" type="checkbox"/>	Mechanical hazards	10	%
<input checked="" type="checkbox"/>	Chemical hazards	10	%
<input checked="" type="checkbox"/>	Electrical hazards	10	%
<input checked="" type="checkbox"/>	Radiant hazards	5	%
<input checked="" type="checkbox"/>	Burn hazards	10	%
<input checked="" type="checkbox"/>	Overnight travel:	5	%
<input checked="" type="checkbox"/>	Exposure to bio-hazards (i.e. blood, bodily fluids)	10	%
<input checked="" type="checkbox"/>	Other:	5	%
Comments: Other: Administrative task, community risk reduction, public education			



# Corinth-Shiloh Fire Department

Fire Captain

## Competencies

Select 3 to 5 competencies most appropriate for the position

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Communication:                  | Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives.  |
| <input checked="" type="checkbox"/> Customer Service Focus:         | Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation.   |
| <input checked="" type="checkbox"/> Technical Knowledge/Competence: | Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job.  |
| <input checked="" type="checkbox"/> Problem Solving:                | Identifies problems, seeks solutions and effectively solves problems.  |
| <input checked="" type="checkbox"/> Teamwork:                       | Works effectively and cooperatively with others to achieve organizational goals.   |
| <input checked="" type="checkbox"/> Managing Self:                  | Works with minimal supervision and manages own time effectively.   |
| <input checked="" type="checkbox"/> Supervision and Management:     | Structures and directs the work efforts of others. Coaches, develops and evaluates the performance of others. Promotes equal opportunity in areas such as hiring, promotion, or placement and demonstrates a level of personal and organizational commitment to equal opportunity. |
| <input checked="" type="checkbox"/> Leadership:                     | Can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems.  |
| <input checked="" type="checkbox"/> Decision Making:                | Able to make sound decisions and demonstrate decisiveness.   |

**NOTE: If supervision of employees is selected above, this competency must be selected.**